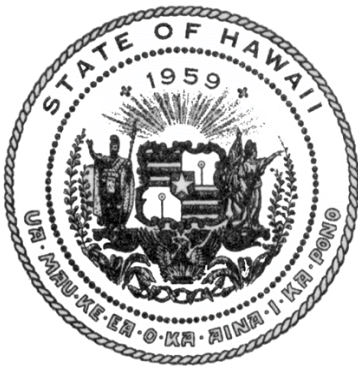

2000 Candidate's Manual



*State of Hawaii
Office of Elections
Dwayne D. Yoshina
Chief Election Officer
December 1999*

Quick Reference Guide

1. Upon taking out nomination papers, you will receive:

- ! a candidate's manual;
- ! a handbook of Hawaii's election laws;
- ! a copy of your completed application form; and
- ! an introductory letter from the State Ethics Commission (candidates for state offices only).

2. Before filing nomination papers, you should:

- ! register as a member of the political party in which you are a candidate (does not apply to nonpartisan, City, County of Kauai, County of Maui, BOE, or OHA candidates);
- ! gather more than the minimum number of required signatures of eligible voters on your nomination papers (see pages 54-60 for signature requirements);
- ! resign from public office if you are currently a state or county elected official whose term does not end at the upcoming election (see page 15 for additional information);
- ! submit to the Campaign Spending Commission the following (candidates for state and county offices only): (1) an organizational report; and (2) an "Affidavit of Compliance with Voluntary Campaign Expenditure Limits" if you decide to comply with the voluntary expenditure limits (see pages 22-28 for Campaign Spending information); and
- ! acquire the proper filing fee in the form of cash, money order, or cashier's/certified check (see pages 54-60 for filing fees).

3. When filing nomination papers, provide the following to the Office of Elections or the Office of the City/County Clerk:

- ! a certified copy of the affidavit from the Campaign Spending Commission if you are complying with the voluntary expenditure limits; and
- ! a current I.D. with picture and signature (for notary public), your filing fee, and your nomination papers.

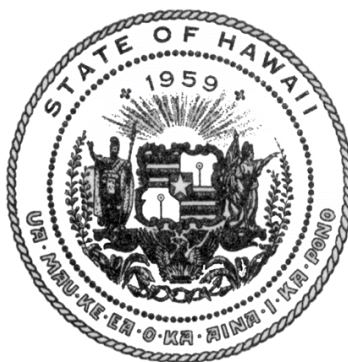
4. After filing nomination papers:

Candidates for State Offices will:

- ! receive a receipt for your filing fee;
- ! receive a district map(s) of the political district in which the candidate is seeking office;
- ! file reports on campaign contributions and expenditures with the Campaign Spending Commission (see pages 2-5 for filing deadlines); and
- ! file financial disclosure forms with the State Ethics Commission (see pages 19-21 for State Ethics Commission requirements).

Candidates for City/County Offices will:

- ! receive political district boundary map(s), except in the County of Maui;
 - ! file reports on campaign contributions and expenditures with the Campaign Spending Commission (see pages 2-5 for filing deadlines). Neighbor island candidates may file reports at the Office of the County Clerk; and
 - ! file financial disclosure forms with the appropriate Office of the City/County Clerk and/or County Board of Ethics (see pages 37-45 for filing requirements).
-



Message from the Chief Election Officer

Dear Candidate:

Congratulations on your decision to seek public elective office! Your willingness to serve in a position of public trust strengthens the foundations of our democratic system and provides voters with more choices. By demonstrating your desire for public service, you are helping to build a stronger Hawaii.

Please read this manual carefully. It presents basic information about our State, County, and Federal elections and provides information most often requested by candidates and their staff. If you need further assistance, please do not hesitate to contact the Office of Elections at 453-VOTE(8683). Neighbor island residents may call the Office of Elections toll free by dialing 1-800-442-VOTE(8683).

As we enter the 2000 election campaign, I extend my warmest regards to you. May your campaign be challenging, exciting, and successful.

Sincerely,

DWAYNE D. YOSHINA
Chief Election Officer

Note to Candidates

This manual is a reference source. It is not to be used as the authority on the Hawaii election laws for individuals or candidates. It is distributed with the understanding that the Office of Elections is not rendering legal advice and therefore the manual is not to be used as a substitute for legal counsel for the individual or candidate using it. In case of conflict, the law, regulation, or rule will apply.

Readers should consult the Hawaii Revised Statutes, the United States Constitution, the Hawaii State Constitution, the County Charters, Attorney General Opinions, and other sources for a complete and legal basis of the law.

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Important Dates

Election dates

Primary Election (7:00 a.m. to 6:00 p.m.) Sat., Sept. 23, 2000
General Election (7:00 a.m. to 6:00 p.m.) Tues., Nov. 7, 2000

Deadlines to file nomination papers

*Federal/State/County Candidates Tues., July 25, 2000
*OHA Candidates Fri., Sept. 8, 2000

Primary Election dates

Last day to register to vote in the Primary Thurs., Aug. 24, 2000
**First day to request mail-in absentee ballots Tues., July 25, 2000
Last day to request mail-in absentee ballots Sat., Sept. 16, 2000
Walk-in absentee voting begins Mon., Sept. 11, 2000
Walk-in absentee voting ends Thurs., Sept. 21, 2000

General Election dates

Last day to register to vote in the General Mon., Oct. 9, 2000
First day to request mail-in absentee ballots Fri., Sept. 8, 2000
Last day to request mail-in absentee ballots Tues., Oct. 31, 2000
Walk-in absentee voting begins Tues., Oct. 24, 2000
Walk-in absentee voting ends Sat., Nov. 4, 2000

Special Elections

The regularly scheduled Special Elections for the City & County of Honolulu and the County of Maui nonpartisan contests are held in conjunction with the Primary and General Elections. The regularly scheduled Special Election for the Board of Trustees of the Office of Hawaiian Affairs is held in conjunction with the General Election. Other Special Elections may be held in conjunction with the Primary or General Election as prescribed by law.

**The deadline to file nomination papers is 4:30 p.m. on the dates noted above.*

***Voters may also request mail-in absentee ballots for the General Election at this time.*

2000 Election Calendar

<u>Subject</u>	<u>Event/Deadline</u>	<u>Date</u>
Candidates	File organizational report with Campaign Spending Commission (HRS §11-194)	*see below
Candidates	Pick up nomination papers from Office of Elections or City/County Clerk (HRS §12-2.5)	Tues., Feb. 1, 2000
New Political Parties	File petition to form political party with Office of Elections (HRS §11-62)	Thurs., April 6, 2000
Political Parties	File party rules with Office of Elections (HRS §11-63)	Wed., April 26, 2000
Political Parties	Submit names of precinct officials to Office of Elections or County Clerk (HRS §11-72)	Fri., May 26, 2000
Political Parties	File party officers with Office of Elections (HRS §11-64)	Mon., June 26, 2000
Voters	Request absentee mail ballots for Primary and/or General Election from City/County Clerk (HRS §15-4)	Tues., July 25, 2000
Candidates	Last day to file nomination papers for the Primary Election with Office of Elections or City/County Clerk (HRS §12-6)	Tues., July 25, 2000
Candidates	Submit request to withdraw from the Primary Election for any reason to Office of Elections or City/County Clerk (HRS §11-117)	Wed., July 26, 2000
Candidates	File 1st Preliminary Primary Election report with Campaign Spending Commission (HRS §11-212)	Fri., July 28, 2000

* The Campaign Spending Commission requires candidates for the 2000 election to register with the Commission by filing an organizational report within ten days from the date the candidate or committee receives any contribution or makes any expenditure, the aggregate amount of which is more than \$100. If the threshold is not exceeded, candidates must file the organizational report within five days of filing nomination papers with the Chief Election Officer or County Clerk.

HRS = Hawaii Revised Statutes

OHA = Office of Hawaiian Affairs

ROH = Revised Ordinances of Honolulu

§ = Section

<u>Subject</u>	<u>Event/Deadline</u>	<u>Date</u>
C&C Candidates	File C&C financial disclosure statements with the City Clerk (ROH §3-8.4(b)(1))	Tues., Aug. 8, 2000
City/County Clerks	Mail Primary Election absentee ballots to overseas voters (Recommended by the Federal Voting Assistance Program)	Sat., Aug. 19, 2000
Candidates, Parties, and Voters	File written objections to nomination papers for Primary Election candidates with Office of Elections or City/County Clerk (HRS §12-8)	Thurs., Aug. 24, 2000
Voters	Last day to register to vote for the Primary Election with City/County Clerk (HRS §11-24)	Thurs., Aug. 24, 2000
Candidates	Submit request to withdraw from Primary Election for reasons of ill health to Office of Elections or City/County Clerk (HRS §11-117)	Fri., Sept. 1, 2000
State Candidates	File candidate financial disclosure forms with State Ethics Commission (HRS §84-17)	Fri., Sept. 1, 2000
City/County, House, and Senate Clerks	Submit Constitutional Amendment questions, County Charter Amendment questions, and County Initiative questions to Office of Elections (HRS §11-119)	Fri., Sept. 8, 2000
Voters	Request absentee mail ballots for General Election from City/County Clerk (HRS §15-4)	Fri., Sept. 8, 2000
Independent Presidential Candidates	File petition to place names of candidates for president and vice president on general election ballot with Office of Elections (HRS §11-113)	Fri., Sept. 8, 2000
Political Parties	File names of presidential candidates and presidential electors and alternates with Office of Elections (HRS §11-113)	Fri., Sept. 8, 2000
OHA Candidates	Last day to file nomination papers with Office of Elections or County Clerk (HRS §12-6)	Fri., Sept. 8, 2000
OHA Candidates	Submit request to withdraw from OHA Election for any reason to Office of Elections (HRS §11-117)	Sat., Sept. 9, 2000
City/County Clerks	Open Primary Election walk-in absentee polling places (HRS §15-7)	Mon., Sept. 11, 2000
Candidates	File 2nd Preliminary Primary Election report with Campaign Spending Commission (HRS §11-212)	Wed., Sept. 13, 2000

<u>Subject</u>	<u>Event/Deadline</u>	<u>Date</u>
Political Parties	Submit names of poll watchers for the Primary Election to Office of Elections or County Clerk (HRS §11-77)	Wed., Sept. 13, 2000
Voters	Last day to request absentee mail ballots for Primary Election from City/County Clerk (HRS §15-4)	Sat., Sept. 16, 2000
Candidates	File Late Contributions Report with Campaign Spending Commission (HRS §11-207.5)	Wed., Sept. 20, 2000
Voters	Last day to vote at Primary Election walk-in absentee polling places (HRS §15-7)	Thurs., Sept. 21, 2000
	PRIMARY ELECTION (HRS §12-2)	Sat., Sept. 23, 2000
Candidates, Parties, and Voters	File complaint on contests for cause in Primary Election with Hawaii State Supreme Court (HRS §11-173.5)	Fri., Sept. 29, 2000
City/County Clerks	Mail General Election absentee ballots to overseas voters (Recommended by the Federal Voting Assistance Program)	Tues., Oct. 3, 2000
Voters and Candidates	File objections to nomination papers for OHA candidates with Office of Elections (HRS §12-8)	Fri., Oct. 6, 2000
Voters	Last day to register to vote for the General Election with City/County Clerk (HRS §11-24)	Mon., Oct. 9, 2000
Candidates	File expense report on use of public funds in Primary Election with Campaign Spending Commission (HRS §11-224)	Fri., Oct. 13, 2000
Candidates	File Final Primary Election report with Campaign Spending Commission (HRS §11-213)	Fri., Oct. 13, 2000
OHA Candidates	File candidate financial disclosure forms with State Ethics Commission (HRS §84-17)	Wed., Oct. 18, 2000
Candidates	Submit request to withdraw from General/OHA Election for reasons of ill health to Office of Elections or City/County Clerk (HRS §11-117)	Wed., Oct. 18, 2000
City/County Clerks	Open General Election walk-in absentee polling places (HRS §15-7)	Tues., Oct. 24, 2000
General & OHA Candidates	File Preliminary General Election report with Campaign Spending Commission (HRS §11-212)	Fri., Oct. 27, 2000

<u>Subject</u>	<u>Event/Deadline</u>	<u>Date</u>
Political Parties	Submit names of poll watchers for General Election to Office of Elections or County Clerk (HRS §11-77)	Mon., Oct. 30, 2000
Voters	Last day to request absentee mail ballots for General and OHA Elections from City/County Clerk (HRS §15-4)	Tues., Oct. 31, 2000
Candidates	File Late Contributions Report with Campaign Spending Commission (HRS §11-207.5)	Fri., Nov. 3, 2000
Voters	Last day to vote at General Election walk-in absentee polling places (HRS §15-7)	Sat., Nov. 4, 2000
	GENERAL ELECTION (State Constitution, Article II, Section 8)	Tues., Nov. 7, 2000
Candidates, Parties, and Voters	File complaint on contest for cause in General and/or OHA Elections with Hawaii State Supreme Court (HRS §11-174.5)	Mon., Nov. 27, 2000
Candidates	File Final Election Period report with Campaign Spending Commission (HRS §11-213)	Thurs., Dec. 7, 2000
Candidates	File expense report on use of public funds in General Election with Campaign Spending Commission (HRS §11-224)	Thurs., Dec. 7, 2000
State & Presidential Electors	Assemble at the state capital for Presidential Electoral College to cast votes for president and vice president of the United States (HRS §14-26)	Mon., Dec. 18, 2000
Candidates	File final Application for Public Funds for 2000 elections with Campaign Spending Commission (HRS §11-222)	Fri., Jan. 5, 2001
Candidates	File Supplemental report on deficit/surplus funds with Campaign Spending Commission (HRS §11-213)	Tues., Jan. 30, 2001
State (Office of Elections)	Determine political party disqualifications (HRS §11-65)	Wed., March 7, 2001
Candidates	File Supplemental report on deficit/surplus funds with Campaign Spending Commission (HRS §11-213)	Mon., July 30, 2001

Election Process

Primary Election

Hawaii's Primary Election is held on the second to the last Saturday of September in every even numbered year. The next Primary Election will be held on September 23, 2000 [Section 12-2, Hawaii Revised Statutes (HRS)].

The Primary Election is a nomination process to select candidates to represent political parties and nonpartisans in the General Election. The Primary replaces the traditional political party caucuses and conventions where each political party chooses a slate of candidates to run in the General Election. In a Primary Election, the voters, rather than the parties, choose the party candidates or the nonpartisan candidates who will run for office in the General Election.

Hawaii conducts a "single-party" Primary Election. Voters do not declare their party preference before the Primary and are allowed to vote for candidates of a single political party or nonpartisans only. Nonpartisan and Special Elections are also held in conjunction with the "single-party" Primary Election.

Voters may receive a packet containing various primary election ballots or a single card containing all primary election ballots. Voters privately select the ballot on which they wish to vote. The packet or card will also include a special "Nonpartisan Offices" ballot containing the nonpartisan Board of Education (BOE) contests and other nonpartisan or special election contests. Voters may vote on the special "Nonpartisan Offices" ballot and on one party or nonpartisan ballot.

The City & County of Honolulu's nonpartisan special election contests, the County of Kauai's nonpartisan contests, and the County of Maui's nonpartisan special election contests will appear on the special "Nonpartisan Offices" ballot in the Primary Election.

Ballot access to the Primary Election (and Special Elections held in conjunction with the Primary Election)

Board of Education Candidates The Board of Education election is a nonpartisan election. Individuals who wish to run for the Board of Education will appear on the special "Nonpartisan Offices" ballot. If there are only two candidates for a seat in a Board of Education departmental school district seat with residency requirements, the two candidates will be nominated and will go directly to the General Election. The names of the candidates will not appear on the Primary Election ballot.

City & County of Honolulu and County of Kauai Candidates All elections in the City & County of Honolulu and the County of Kauai are nonpartisan elections. Individuals who wish to run for City & County of Honolulu offices or County of Kauai offices will appear on the special "Nonpartisan Offices" ballot.

County of Hawaii Candidates Elections in the County of Hawaii are partisan. Individuals who wish to run for County of Hawaii offices will run as a candidate of a specific political party, they must also be a member of that qualified political party, and will appear on the respective party's ballot.

County of Maui Candidates All elections in the County of Maui are nonpartisan elections. Individuals who wish to run for County of Maui offices will appear on the special "Nonpartisan Offices" ballot. If there are two or fewer candidates for a Mayoral or a Council seat, the names of the candidates shall appear only on the ballot for the second Special Election held in conjunction with the General Election. The names of the candidates will not appear on the first Special Election ballot held in conjunction with the Primary Election.

Nonpartisan Candidates Individuals not affiliated with any qualified political party in Hawaii may run as nonpartisan candidates in all partisan offices. Nonpartisan candidates will appear on a separate nonpartisan ballot in the Primary Election.

Political Party Candidates Individuals who wish to appear on the ballot as a candidate of a qualified political party in Hawaii must belong to the specific political party and will appear on their respective party ballot in the Primary Election. Currently, the Democratic, Hawaii Green, and Republican parties are qualified in Hawaii. New political parties have until April 6, 2000 to file a petition to qualify for the 2000 elections. A revised list of parties will be added to this manual as additional political parties become qualified.

General Election

The General Election is held on the first Tuesday after the first Monday in November in all even-numbered years. The next General Election will be held on November 7, 2000 (Hawaii State Constitution, Article II, Section 8).

The General Election is held after the Primary Election to determine which of the candidates nominated in the Primary will take office. To be placed on the General Election ballot, individuals must be nominated in a Primary or a Special Primary Election.

Ballot access to the General Election (and Special Elections held in conjunction with the General Election)

Candidates are nominated for the General Election as follows:

Board of Education Candidates The two candidates receiving the most votes for each available seat shall be nominated for the General Election (Section 13-3, HRS).

City & County of Honolulu Candidates: If no candidate receives a majority (50% plus one) of the votes cast for the office in the first Special Election, held in conjunction with the Primary Election, a second Special Election will be held in conjunction with the General Election. The

two candidates who receive the most votes will appear on the second Special Election ballot. The candidate who receives the highest number of votes at the second Special Election is deemed elected.

County of Kauai Candidates:

- ! **Offices of the Mayor and Prosecuting Attorney:** If no candidate receives a majority (50% plus one) of the votes cast for the office in the First Nonpartisan Election, held in conjunction with the Primary Election, a Second Nonpartisan Election will be held in conjunction with the General Election. The two candidates who receive the most votes for the office will appear on the Second Nonpartisan Election ballot. The candidate who receives the highest number of votes at the General Election is deemed elected.
- ! **Offices of At-Large Councilmembers:** The candidates receiving the highest number of votes shall be elected to fill each at-large council office provided the candidate or candidates receive at least thirty percent (30%) of all votes cast for all at-large council offices in the First Nonpartisan Election, held in conjunction with the Primary Election.

If any at-large council office remains to be filled after the First Nonpartisan Election, two candidates for each vacant at-large council office shall be placed on the ballot. The names of the candidates receiving the highest number of votes cast in the First Nonpartisan Election, other than the name of any candidate elected after the First Nonpartisan Election, shall be placed on the ballot until a sufficient number of candidates are on the ballot as provided in this subsection.

At the Second Nonpartisan Election, the candidates receiving the highest number of votes for each vacant at-large office shall be elected.

County of Maui Candidates:

- ! **At the First Special Election:** The two candidates receiving the highest number of votes for each seat shall be placed on the ballot for the second special election; provided that if two or more candidates tie for the highest number of votes received in the first special election, the names of the candidates tied for the highest number of votes shall be placed on the ballot for the second special election; and further provided, that if a single candidate receives the highest number of votes in the first special election and two or more candidates tie for the second-highest number of votes received, the names of the candidate receiving the highest number of votes and the candidates tied for the second-highest number of votes shall be placed on the ballot for the second special election.
- ! **At the Second Special Election:** If there are two or fewer candidates for a seat, the names of the candidates shall appear only on the ballot for the second special election, held in conjunction with the General Election.

Nonpartisan Candidates: To qualify for the General Election, nonpartisan candidates must meet one of the following qualifications:

- ! receive at least ten per cent (10%) of the total votes cast for the office for which the person is a candidate at the Primary Election; **OR**
- ! receive a vote equal to the lowest vote received by the partisan candidate who was nominated in the Primary Election for that office.

If more nonpartisan candidates qualify to run in the General Election than there are offices (seats) available, there shall be certified as candidates those receiving the highest number of votes, but not more candidates than there are offices (seats) to be elected [Section 12-41(b), HRS]. **Nonpartisan qualification provisions for the General Election noted above do not apply to candidates running for Board of Education, City & County of Honolulu, County of Kauai, or County of Maui offices.**

Political Party Candidates: The person(s) receiving the greatest number of votes at the Primary Election as a candidate of a party for an office shall be the candidate of the party in the General Election, but not more candidates for a party than there are offices (seats) to be elected [Section 12-41(a), HRS].

Unopposed candidates in the General Election (and Special Elections held in conjunction with the General Election)

The names of unopposed candidates who meet the specified requirements of law will not appear on the General Election ballot.

Board of Education Candidates: Candidates for Board of Education who meet the nomination requirements and are unopposed at the close of filing of nomination papers are elected at the close of filing and will not appear on the Primary or General Election ballots [Section 13-3(b), HRS].

City & County of Honolulu Candidates: A candidate who received a majority of votes cast (50% plus one) for the office in the first Special Election, held in conjunction with the Primary Election, is deemed elected. There will be no second Special Election.

County of Hawaii Candidates: Candidates for county offices who are nominated in the Primary Election and are unopposed in the General Election are elected to the office for which the person was a candidate after the Primary Election regardless of the number of votes received by that candidate [Section 12-41(a), HRS]. **This provision does not apply to candidates for City & County of Honolulu, County of Kauai, or County of Maui offices.**

County of Kauai Candidates:

- ! **Offices of the Mayor and Prosecuting Attorney.** A candidate who received a majority (50% plus one) of the votes cast for the office in the First Nonpartisan Election, held in conjunction with the Primary Election, is deemed elected. There will be no Second Nonpartisan Election.
- ! **Offices of At-Large Councilmembers** A candidate(s) who received at least thirty percent (30%) of all votes cast for all at-large council offices in the First Nonpartisan Election, held in conjunction with the Primary Election, is deemed elected.

State Senate or State House of Representatives Candidates Candidates for state legislative offices who are nominated in the Primary Election and are unopposed in the General Election shall be declared duly and legally elected to the office sought after the Primary Election regardless of the number of votes received by that candidate (Article III, Section 4, Hawaii State Constitution).

Candidate Filing Process

Purpose

The Candidate Filing Process enables qualified individuals to have their names appear on the Primary Election ballot or the Special Election ballot.

Qualifications for office

Qualifications vary according to the elective office sought. Four qualifications apply to all offices. Each candidate must:

1. be a citizen of the United States;
2. be at least eighteen years of age;
3. be a resident and registered voter of the State of Hawaii; and
4. have received final discharge for any felony conviction.

Qualifications for specific offices are found on pages 54-60.

Residency requirements

State elective offices: A candidate running for state elective office with a district residency requirement must reside in and be a qualified voter of the district from which he/she seeks election by the day of the General Election.

City/County elective offices: Candidates running for City/County offices should check their respective charters for county-specific district residency requirements.

Nomination papers

All candidates for elective office must file nomination papers to appear (be listed) on the State of Hawaii's ballot [Section 12-3, Hawaii Revised Statutes (HRS)].

Nomination papers are available at the following offices:

- ! **Office of Elections:** Nomination papers for federal and state elective offices only, including the Special Election for the Office of Hawaiian Affairs Board of Trustees, are available at the Office of Elections.
- ! **Office of the Clerk of the City & County of Honolulu** Nomination papers for City & County of Honolulu elective offices are only available at the Office of the City Clerk.
- ! **Office of the Clerk of the Counties of Hawaii, Maui, and Kauai** Nomination papers for all federal, state, and county elective offices on Hawaii, Maui, and Kauai are available at the respective Office of the County Clerk. Candidates residing on Molokai or Lanai should request nomination papers from the Office of the County Clerk, County of Maui.

NOTE: *Nomination papers for County offices are only available from the respective County.*

Candidates may take out more than one set of nomination papers if they have not decided which office to run for. Candidates, however, may not file nomination papers for more than one party or for more than one office; nor shall any person file nomination papers both as a party candidate and as a nonpartisan candidate (Section 12-3, HRS). Candidates do not need to return nomination papers if the candidate decides not to run for elective office.

- ! **Changes:** New nomination papers are required if the candidate desires to change the candidate's name, the office or district sought, or the party affiliation. Filing requirements and deadlines remain unchanged.
- ! **Incomplete or altered nomination papers** Nomination papers which are incomplete (does not contain all of the required certifications, signatures, and requirements of Section 12-3, HRS) or which contain alterations/changes made by anyone other than the Chief Election Officer or County Clerk shall be void and will not be accepted for filing by the Chief Election Officer or County Clerk.
- ! **Lost nomination papers:** Candidates who lose their nomination papers should contact the office that issued the nomination papers for another set. Candidates are responsible for acquiring the required number of signatures on the reissued nomination papers. Filing requirements and deadlines remain unchanged.

The Office of Elections and the Offices of the City/County Clerks will try to provide candidates with as much assistance as possible. It is the candidate's responsibility, however, to fulfill all of the requirements. To this end, each candidate is advised to file his/her nomination papers early and to allow himself/herself ample time to comply with all of the filing requirements.

Signature requirement

Prior to being filed, nomination papers must be signed by a specified number of properly registered voters who are qualified to vote for the candidate. The candidate is responsible for ensuring that there are sufficient signatures of qualified voters on his/her nomination papers. The number of required signatures varies according to the office sought. See pages 54-60 for specific signature requirements.

To be valid, each signatory:

- ! must live and be properly registered to vote in the district from which the candidate seeks election;

***NOTE:** Voter registration affidavits that have not been entered into the voter register by the clerk shall not be considered or accepted when determining whether a signatory is eligible to sign a candidate's nomination paper [Section 12-4(b), HRS].*

- ! may sign nomination papers for only one candidate for a particular elective office if there is only one seat available; and

***NOTE:** If more than one seat is available for election, a signatory may sign as many nomination papers as there are available seats [Section 12-4(a), HRS].*

- ! must include his/her name, signature, date of birth, social security number, and residence address for verification [Section 12-3(a)(5), HRS].

***NOTE:** Mailing addresses will not be accepted in place of residence addresses.*

Candidates are advised to file their nomination papers early and to obtain more signatures than required in anticipation of invalid or unqualified signatories Once nomination papers are filed and the filing fee is accepted, candidates will not be allowed to add more signatures to their nomination papers.

Withdrawal of signatures

Voters may withdraw their signature from a candidate's nomination paper by providing written notice to the Chief Election Officer, or County Clerk in the case of a county office, anytime before the candidate's nomination paper is filed. State law also requires that the notice of withdrawal must be received by the Chief Election Officer or County Clerk no later than 4:30 p.m. on the fourth business day prior to the close of filing. **Any request received after the candidate's nomination papers is filed or after the fourth business day prior to the close of filing will not be accepted.**

The written notice must include the voter's name, social security number, residence address, date of birth, the voter's signature, the name of the candidate, and a statement that the voter wishes to remove the voter's signature from the candidate's nomination paper. The candidate shall be sent written notice, within 24 hours of receipt of a request, that the voter has withdrawn his/her signature from the candidate's nomination papers and that the voter's signature will not be counted.

Felons

Under the "Uniform Act on Status of Convicted Persons," a person sentenced for a felony may not become a candidate for or hold public office from the time of the person's sentence until the person's final discharge (Section 831-2, HRS). A felon must receive final discharge before he/she is eligible to file nomination papers.

Filing of nomination papers

Candidates must file nomination papers at the office of issuance. Filing deadlines are:

- ! **TUESDAY, JULY 25, 2000, 4:30 p.m. for regular federal, state, and county elections, and Special Primary or Special Elections held in conjunction with the Primary Election; and**
- ! **FRIDAY, SEPTEMBER 8, 2000, 4:30 p.m. for the Office of Hawaiian Affairs and other Special Elections held in conjunction with the General Election.**

We recommend that all candidates file their nomination papers early. State law prohibits exceptions or extension to the filing deadlines.

Certification by candidates

All of the certifications listed below, except for the oath of loyalty/affirmation which must be taken before a notary public, must be certified by the candidate by self-subscribing oath. Under Section 19-3.5, HRS, any person who knowingly takes an oath prescribed or authorized by law and wilfully makes any false statement of fact while under oath therein shall be guilty of voter fraud which is a Class C felony punishable by up to five years imprisonment and/or a \$10,000 fine.

- ! **All candidates:** Each candidate must certify, by signing a self-subscribing oath on the nomination papers that:

- he/she will qualify under the law for the office sought;
- he/she has determined that all of the information on the nomination papers is true and correct, except for the information provided by the registered voters who signed the nomination papers (signatories); and
- he/she is in compliance with Section 831-2, HRS, (Rights Lost), dealing with felons (Section 12-3, HRS).

NOTE: *Candidates who have not received final discharge for a felony conviction are ineligible to be a candidate for public elective office in Hawaii (Section 831-2, HRS).*

- ! **Partisan candidates:** Each partisan candidate must also certify, by signing a self-subscribing oath on the nomination papers, that he/she is a member of the political party listed on the nomination papers (Section 12-3, HRS).

NOTE: *Candidates who are not bona fide members of a political party may be challenged and disqualified on that basis.*

- ! **Oath of loyalty/affirmation:** Each candidate must take and subscribe to a prescribed written oath of loyalty or affirmation before a notary public or a public officer authorized by law to administer oaths (Section 12-7, HRS). The oath or affirmation is printed on the nomination papers and may be completed before or at the time of filing. Candidates must provide the notary public with an identification card containing the person's picture and signature (e.g., driver license or state I.D.) when the oath or affirmation is subscribed to before the notary public.

Resignation from office

Elected state or county public officials must resign from the office currently held before being eligible as a candidate for another state or county elective office. This applies only if the term of the office presently held is not normally scheduled for election in the same year as the office sought. The candidate must resign from the office currently held before filing his/her nomination papers (Hawaii State Constitution, Article II, Section 7).

Filing fee

The filing fee, which varies with the office sought, must be paid by cash, money order, or certified/cashier's check. **Personal or campaign checks are not accepted** Additionally, the filing fee is not refundable (Section 11-117, HRS).

See pages 54-60 for the specific filing fees. Certified/cashier's checks or money orders should be made payable to:

- ! State or Federal Candidates Office of Elections
- ! County of Hawaii Candidates Director of Finance
- ! County of Maui Candidates County of Maui
- ! County of Kauai Candidates Director of Finance
- ! City & County of Honolulu Candidates City and County of Honolulu

Candidates who run for a state or federal office and file their nomination papers in the Counties of Hawaii, Maui, or Kauai are asked to pay their filing fee by money order or certified/cashier's check.

- ! **Discounted Filing Fee:** Candidates for state and county offices who agree to abide by the State's voluntary campaign expenditure limits may receive discounted filing fees by filing an "Affidavit of Compliance with Voluntary Campaign Expenditure Limits" with the Campaign Spending Commission prior to or at the time of filing nomination papers with the Chief Election Officer or the County Clerk. To receive the discounted filing fee, the candidate must provide the Chief Election Officer or the County Clerk with a certified copy of the affidavit at the time of filing (Section 12-6, HRS).

NOTE: *Candidates who do not have a certified copy of the affidavit are advised that a short delay may occur while the affidavit is certified by the Campaign Spending Commission.*

- ! **Candidates Who Agree to Comply With and Exceed the Spending Limits**
Candidates who agree to the expenditure limits but subsequently exceed the respective expenditure limit must pay the full filing fee and notify the Chief Election Officer, all contributors and opponents, and the Campaign Spending Commission that the expenditure limitations are exceeded.

- ! **Candidates Who Are Indigent** Candidates who declare themselves indigent via an affidavit may have the filing fee waived. The declaration must be accompanied by a petition signed by currently registered voters who constitute at least one-half of one percent (½%) of the total voters registered at the last preceding General Election in the district from which the indigent person seeks election (Section 12-6, HRS). Indigent candidates must file nomination papers and comply with other filing requirements.

Candidate name on ballot

Each candidate **must** designate the name that he/she wishes to appear on the ballot, including Hawaiian and/or English equivalents or nicknames, at the time of filing. Each candidate is allowed a maximum of 27 characters on the ballot for his/her name. The 27 characters include all letters, blank spaces, and punctuation marks. **Titles are not permitted as part of a candidate's ballot name** (Section 2-52-4, Hawaii Administrative Rules).

All candidates' names will be in the format prescribed by the Office of Elections to ensure consistency and equality. The Chief Election Officer is authorized to conform all names printed on the ballot to the format prescribed in Section 2-52-4, Hawaii Administrative Rules.

Candidates verify and confirm the correct spelling of their ballot name at the time of filing. Once nomination papers are filed, the candidate's designated ballot name is not altered except for changes made by the Office of Elections to ensure consistency and equality.

Withdrawal of candidacy

Candidates who have filed nomination papers may withdraw their candidacy:

- ! **For any reason:** Candidates may withdraw for any reason not later than the day immediately following the deadline to file nomination papers. To withdraw, the candidate must submit a written notice to the Chief Election Officer (candidates for federal and state offices) or to the appropriate City/County Clerk (candidates for county office). The Office of Elections and the Offices of the County Clerks will be open on Saturday, September 9, 2000 from 9:30 a.m. to 4:30 p.m. to receive withdrawals from OHA candidates. See pages 2-5 for filing deadlines (Section 11-117, HRS).
- ! **For reasons of ill health:** Candidates may withdraw for reasons of ill health not later than the twentieth day prior to the election. To withdraw, the candidate must submit a written notice accompanied by a statement from a licensed physician indicating that such ill health may endanger the candidate's life. See pages 2-5 for filing deadlines (Section 11-117, HRS).

Objection to a candidate's nomination papers

Objection or challenge of a candidate may be made by the Chief Election Officer, the City/County Clerk (in county elections), a registered voter, or an officer of a qualified political party. Except for objections made by an officer of a political party, all objections must be received in writing by the Chief Election Officer or County Clerk not later than 4:30 p.m. on the thirtieth day prior to the election (or the next working day if that day is a Saturday, Sunday, or holiday). If a political party objects to the nomination paper filed by a party candidate, an officer of the party must file a complaint in the circuit court for a determination of the objection (Section 12-8, HRS).

Candidates will be notified of any challenge by registered or certified mail. See Section 12-8, HRS, for more specific information on challenges, evidentiary hearings, and decisions.

Other requirements

In addition to nomination papers, candidates are required to file the following:

- **Federal elective offices:**
 - Campaign finance reports with the Federal Election Commission (see page 29); and
 - Personal financial statements with the Office of the Clerk of the U.S. House of Representatives or the Secretary of the U.S. Senate (see page 30).
- **State elective offices:**
 - Campaign spending reports with the Campaign Spending Commission (see pages 22-28); and
 - Financial disclosure reports with the State Ethics Commission (see pages 19-21).
- **County elective offices:**
 - Campaign spending reports with the Campaign Spending Commission or County Clerk (see pages 22-28); and
 - Financial disclosure reports with the County Board of Ethics and/or the County Clerk (see pages 37-45).

State Ethics Commission

The State Ethics Code is a code of conduct for state legislators, state officials and employees (excluding justices and judges), and state board and commission members. It was created to ensure that covered state officers and employees exhibit the highest standards of ethical conduct. The code is administered by the State Ethics Commission and is set forth in Chapter 84 of the Hawaii Revised Statutes (HRS).

State Ethics Commission

The State Ethics Commission consists of five members appointed by the Governor, who fills each commission position by selecting one of two individuals nominated for each vacancy by the Judicial Council. The Commission, whose primary function is to administer the State Ethics Code, is responsible for:

- ! initiating, receiving, and considering charges of alleged violations of the ethics code;
- ! issuing advisory opinions to state officers and employees regarding the ethics code's application to specific situations;
- ! administering the disclosure of financial interests law (Section 84-17, HRS);
- ! administering the gifts disclosure law (Section 84-11.5, HRS);
- ! administering the lobbyist law (Chapter 97, HRS); and
- ! educating state officers, employees, and citizens on matters of governmental ethics.

Candidate financial disclosure forms: filing procedures

Candidates for state offices: All candidates for state elective offices are required by state law to file a disclosure of financial interests with the State Ethics Commission. These disclosures are public record and are available for public inspection (Section 84-17, HRS).

An introductory letter regarding procedures for filing the financial disclosure forms will be given to candidates when they pick up nomination papers. When candidates file their nomination papers, they will receive a financial disclosure form, either from the Office of Elections or the Office of the County Clerk. **Candidates should file their financial disclosure forms with the State Ethics Commission after filing their nomination papers.**

The State Ethics Commission will send an acknowledgment to candidates upon receipt of their disclosure forms.

Candidates for county offices Candidates for county elective offices should not file financial disclosure forms with the State Ethics Commission. Instead, they are required to file financial disclosure forms with the appropriate Office of the City/County Clerk and/or with the County's Ethics Commission. See pages 37-45 for specific information on filing requirements.

Deadlines

Candidates for state elective office other than OHA Financial disclosure forms must be filed with the State Ethics Commission. Do not file the disclosure forms with the Office of Elections or the Office of the County Clerk. Disclosure forms for candidates for state elective office, excluding OHA candidates, must be filed and **received** by the State Ethics Commission no later than Friday, September 1, 2000.

Candidates for OHA Financial disclosure forms must be filed with the State Ethics Commission. Do not file the disclosure forms with the Office of Elections or the Office of the County Clerk. Disclosure forms for candidates for the Office of Hawaiian Affairs Board of Trustees must be filed and **received** by the State Ethics Commission no later than Wednesday, October 18, 2000.

Because of the limited time between the filing deadline and the election, no extensions are granted. Disclosure forms must be **received** (not simply postmarked) by the Commission office by the deadline date. Neighbor island candidates, therefore, are advised to allow sufficient mailing time to meet this deadline. Candidates may also deliver disclosure forms to the State Ethics Commission in person. As required by statute, the Commission shall release a public list of the names of candidates who have not complied with the applicable filing deadlines and shall immediately assess a \$25 late filing penalty fee against those candidates. The Commission also may investigate whether a candidate's financial disclosure statement discloses the interests required to be reported. The Commission may conduct a hearing and issue a **public** decision as to whether a candidate has complied with the financial disclosure law (Section 84-17, HRS).

Campaign ethics

Candidates for state elective offices should be aware that there are ethical guidelines that govern the political campaign activities of state officials, board and commission members, and employees. Copies of the Commission's flyer "Campaign Ethics Guidelines for Public Officials and Employees" are available from the State Ethics Commission. To avoid inadvertent violations of the state ethics laws, refer to Chapter 84, HRS, or contact the State Ethics Commission staff for information and guidance.

For more information, write or call:

Hawaii State Ethics Commission 1001 Bishop Street Pacific Tower, Suite 970 Honolulu, Hawaii 96813	or	Hawaii State Ethics Commission P. O. Box 616 Honolulu, Hawaii 96809
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Telephone: (808) 587-0460
Fax: (808) 587-0470
E-Mail: ethics@ethics.mindwind.com
Web Page (URL): <http://www.state.hi.us/ethics>

State Ethics Commission and Staff

Cassandra “Leolani” Abdul	Chairperson
Ronald R. Yoshida	Vice Chairperson
Carl Morton, MD	Commissioner
Dawn A. Suyenaga	Commissioner
vacant	Commissioner
Daniel J. Mollway	Executive Director
Susan D. Yoza	Associate Director
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Virginia M. Chock	Staff Attorney
Monica T. L. Morris	Staff Attorney
Rowena Adachi	Legal Assistant
Donna Higashi	Secretary
Mikala Kwan	Secretary
Andrea Furutani	Secretary
Priscilla Brede	Clerk Typist

Campaign Spending Commission

The State Campaign Spending Law was created to promote public participation in the electoral process through activities designed to open up the financing of political campaigns to public scrutiny and participation. The law is administered by the Campaign Spending Commission and is set forth in Chapter 11, Part XII (B) of the Hawaii Revised Statutes (HRS).

Campaign Spending Commission

The Campaign Spending Commission, consisting of five members appointed by the Governor from nominees selected by the Judicial Council, is responsible for regulating campaign contributions and expenditures through its executive director and staff. The functions of the Campaign Spending Commission are to:

- ! obtain disclosure of political campaign contributions and expenditures;
- ! assure compliance with contribution and voluntary expenditure limitations;
- ! administer partial public funding of qualifying candidates' campaigns; and
- ! prosecute law violations.

Further information regarding state campaign spending laws may be obtained by contacting the Campaign Spending Commission on Oahu at 586-0285. To call toll free, neighbor island residents should dial the number listed below for their respective island.

- ! Hawaii 974-4000
- ! Kauai 274-3141
- ! Lanai 1-800-468-4644
- ! Maui 984-2400
- ! Molokai 1-800-468-4644

When the automated voice instructs you to enter the last five digits of the state office you wish to call, enter “60285” for the Campaign Spending Commission.

Highlights of the campaign spending law

For purposes of registering with the Campaign Spending Commission, an individual who seeks nomination for election or seeks election to an office is a candidate, and the individual:

- ! files nomination papers; or
- ! receives contributions in an aggregate amount of more than \$100 or makes or incurs any expenditures of more than \$100 to bring about the individual's nomination or election to office; or
- ! gives consent to another person to receive contributions or make expenditures; or
- ! is certified to be a candidate by the Chief Election Officer or County Clerk.

All candidates, committees, and political parties are required to file reports. Candidates are required to register by filing an Organizational Report within ten days from the date the candidate's committee receives contributions or makes expenditures the aggregate amount of which is more than \$100.

Additionally, candidates or their committees must file reports of campaign contributions (receipts) and expenditures. All reports on campaign contributions must contain the name and address of each donor who contributes an aggregate of more than \$100, and the name, address, employer, and occupation of each donor who contributes an aggregate of \$1,000 or more in an election period. A record of the names and addresses of each donor who contributes more than \$25 must also be kept. See pages 2-5 for filing deadlines for campaign spending reports.

Candidates must notify the Commission prior to any fundraiser at which the price or suggested contribution is more than \$25 per person. A candidate may hold no more than two such fundraisers in an election period prior to a General or Special Election. Candidates seeking statewide office are exempt from this restriction.

All candidates who withdraw or cease to be candidates, committees directly associated with such candidates, individuals who receive contributions but fail to file for nomination, or committees or parties which discontinue their activities, must return surplus funds to the donors. If funds cannot be returned to the donors, the funds must escheat to the Hawaii Election Campaign Fund.

All political advertisements must contain the name and address of the candidate, committee, or party paying for the advertisement. In addition to this requirement, advertisements which support or oppose a candidate must have a prominent notice stating that the advertisement has or does not have the approval and authority of the candidate. Bumper stickers and other small campaign items are not covered by this disclosure requirement.

Contribution limitations

State law limits the amount of contributions an individual, a noncandidate committee, the candidate and the candidate's family, and a political party may contribute to a candidate in an election. The amounts that each may contribute are listed below (Sections 11-204 and 11-205, HRS):

Persons, noncandidate committees, political parties, political committees established and maintained by a national political party:

- ! Two-year office: an aggregate amount of up to \$2,000 in an election period;
- ! Four-year nonstatewide office: an aggregate amount of up to \$4,000 in an election period; and
- ! Four-year statewide office: an aggregate amount of up to \$6,000 in an election period.

The candidate and the candidate's immediate family:

- ! All offices: up to \$50,000 to the candidate's campaign in any election period.
- ! The candidate has no limit on the amount of contributions they can make to their campaign.

NOTES: *An election period is defined as the two-year period between general election days if a candidate is seeking nomination or election to a two-year office and the four-year time period between general election days if a candidate is seeking nomination or election to a four-year office (Section 11-191, HRS).*

As a result of reapportionment, the election period for some State Senate candidates will be two years in the 2000 and 2002 elections.

Hawaii Election Campaign Fund: public finance program

The Hawaii Election Campaign Fund provides partial public funding to all qualified candidates. This public financing may be used to help defray specific legitimate campaign expenditures only. Monies for this fund come from the voluntary state income tax check-off, general fund appropriations, and other sources.

Candidates who agree to abide by the campaign expenditure limits may apply for public funds under the public finance program. To be eligible to receive public funding, a candidate must:

- ! file an Organizational Report;
- ! abide with the state campaign expenditure limits by filing an “Affidavit of Compliance with Voluntary Campaign Expenditure Limits”; and

NOTE: *Candidates must file the “Affidavit of Compliance with Voluntary Campaign Expenditure Limits” with the Campaign Spending Commission at the time of filing nomination papers with the Chief Election Officer or the County Clerk.*

- ! file the “Statement of Intent to Seek Qualifying Campaign Contributions.”

Voluntary Expenditure Limitations Expenditure limitations are voluntarily imposed, but are mandatory for those participating in the public finance program. The expenditure limitation is calculated by multiplying the respective number of registered voters from each respective voting district in the previous General Election by the following amounts:

! Governor	\$2.50
! Lieutenant Governor	\$1.40
! Mayor	\$2.00
! State Senator and State Representative	\$1.40
! Councilmember and Prosecuting Attorney	\$1.40
! BOE Member, OHA Trustee, and all other candidates	\$0.20

Specific limits for each office may be obtained from the *Public Funding Guidebook for Candidate Committees* which is available from the Campaign Spending Commission.

A candidate who exceeds the expenditure limits must pay the full filing fee. The candidate must also notify all opponents, the Chief Election Officer, and the Campaign Spending Commission by telephone and in writing on the day the expenditure limits are exceeded. The candidate must also notify all contributors within 30 days of exceeding the limit. Notification to contributors shall include the announcement that a tax deduction based on their contribution is no longer available.

Qualifying Campaign Contributions As a precondition to receiving public financing, a candidate must be in receipt of the following sum of qualifying campaign contributions for the candidate's respective office for each election (primary elections and general elections are separate elections) [Section 11-219, HRS]:

! Governor	\$100,000
! Lieutenant Governor	\$50,000
! Mayor, City & County of Honolulu	\$50,000
! Mayor, County of Hawaii	\$15,000
! Mayor, County of Maui	\$10,000
! Mayor, County of Kauai	\$5,000
! Prosecuting Attorney, City & County of Honolulu	\$30,000
! Prosecuting Attorney, County of Hawaii	\$10,000
! Prosecuting Attorney, County of Kauai	\$5,000
! City Council, City & County of Honolulu	\$5,000
! County Council, County of Hawaii	\$1,500
! County Council, County of Maui	\$5,000
! County Council, County of Kauai	\$3,000
! State Senator	\$2,500
! State Representative	\$1,500
! BOE Member, OHA Trustee, and all other offices	\$500

A qualifying campaign contribution is defined as a contribution of \$100 or less by any person during any matching payment period. Qualifying contributions do not include loans or in-kind contributions.

Public Funds: Candidates for Governor, Lieutenant Governor, and Mayor in any election year may receive up to twenty percent (20%) of the applicable expenditure limit for a particular office from the Hawaii Election Campaign Fund. Candidates for State Senator, State Representative, Councilmember, and Prosecuting Attorney may receive up to thirty percent (30%) in any election year. Candidates for Board of Education and all others, may receive up to \$100 in any election year. Up to one-half of the election year limit is available for each election (Section 11-218, HRS).

The matching payment periods are:

- ! **Primary Election** - from January 1 of the year of a General Election through the day of the Primary Election, or nine months prior to a Special Election through the date of such election; and

- ! **General Election** - from January 1 of the year of a General Election through the day of the General Election.

The law disqualifies unopposed candidates from applying for and receiving public funds.

Tax Deductions: Taxpayers are allowed to deduct up to an aggregate amount of \$1,000 for contributions made to candidates who have agreed to abide by the voluntary spending limits, but not more than \$250 of an individual's total contribution to any single candidate shall be deductible [Section 235-7(g), HRS].

Penalties for violation

The Campaign Spending Commission will notify a candidate by first class mail that he/she has failed to file a report or that a report is deficient or defective. Corrections or explanations to reports must be submitted in writing to the Commission or to the Office of the County Clerk not later than 4:30 p.m. on the fifth day after the notification has been mailed. Failure to file a report is an automatic \$50 fine.

The Campaign Spending Commission may publish notices in the newspaper of the names of candidates and/or committees who fail to respond to the notification of failure to file. Penalties of \$50 per day will be imposed on candidates and/or committees whose names are published in the newspaper for noncompliance.

Public notice may be given of:

- ! candidates who agree to abide by the expenditure limits;
- ! candidates who agreed to the respective expenditure limit but exceeded the limit;
- ! candidates who failed to file required reports, or who failed to correct deficient or defective reports after notification;
- ! candidates who endorsed the Code of Fair Campaign Practices; and
- ! any flagrant violations of the campaign finance and reporting laws.

Administrative fines may be assessed against candidates and committees found to be in violation of the campaign spending laws. Wilful violations will be prosecuted as misdemeanors and conviction will disqualify a person from holding elective public office for a period of four years from the date of conviction.

For more information, write or call:

Campaign Spending Commission
Leiopapa A Kamehameha Building (State Office Tower)
235 South Beretania Street, Room 300
Honolulu, Hawaii 96813
Telephone: (808) 586-0285
Fax: (808) 586-0288
E-Mail: aloha@csc.state.hi.us
Web Page (URL): <http://www.state.hi.us/campaign>

Campaign Spending Commission and staff:

A. Duane Black	Chairperson
Della W.L. Lau	Commissioner
E. Elizabeth Jordan Lee	Commissioner
Andrea T.Y. Low	Commissioner
Clifford S. Muraoka	Commissioner
Robert Y. Watada	Executive Director
Tony Baldomero	Associate Director
Jon S. Itomura	General Counsel
Linda Takushi	Secretary
Ellen Kojima	Secretary

Federal Elective Office

Candidates for federal elective offices are bound by state candidate filing requirements and the Federal Election Campaign Act (the Act). The Act was created in 1971 to monitor financing of campaigns for federal elections. The Act affects candidates for U.S. House of Representatives, the U.S. Senate, the Presidency, and the political committees which support them. The Act is administered by the Federal Election Commission (FEC) and is set forth in Title 2 of the U.S. Code.

Federal Election Commission (FEC)

The FEC is an independent regulatory agency established in 1974 to administer the Federal Election Campaign Act. The FEC has six voting Commissioners, who are appointed by the President and confirmed by the U.S. Senate. Additionally, the Clerk of the U.S. House of Representatives and the Secretary of the U.S. Senate are ex-officio, non-voting members of the FEC.

The FEC administers and enforces the Act, which covers three broad areas:

- ! the disclosure of campaign finance information reported by political committees;
- ! contributions and expenditures made to influence Federal elections; and
- ! public funding of Presidential elections.

Campaign finance reports

Candidates for federal elective offices are required to file campaign finance reports with the FEC. The forms are available from the FEC and should be filed as follows:

- ! Statement of Candidacy: Within 15 days of expending or receiving \$5,000 for candidacy; and
- ! Statement of Organization of Candidate Committee: Within 10 days after it has been designated by the candidate.

Contact the FEC for more information on the Federal Election Campaign Act or other campaign filing deadlines.

Personal financial statement

In addition to the campaign finance reports, federal candidates are required to file personal financial statements. Candidates for U.S. House of Representatives should file the statement with the Office of the Clerk of the U.S. House of Representatives. Candidates for U.S. Senate should file statements with the Secretary of the U.S. Senate. The forms are usually sent to candidates by the respective offices.

FEC publications

The FEC provides free federal election publications. Among the available publications are:

- ! Campaign Guide for Congressional Candidates and Committees
- ! Campaign Guide for Party Committees
- ! Campaign Guide for Corporations and Labor Organizations
- ! Campaign Guide for Non-Connected Political Committees
- ! The FEC and the Federal Campaign Finance Law
- ! Public Funding of Presidential Elections
- ! Using FEC Campaign Finance Information
- ! Other brochures focusing on:
 - advisory opinions
 - candidate registration
 - committee treasurers
 - corporate and labor facilities and communications
 - FEC and Federal Election Campaign Act
 - local party activity
 - political ads and solicitations
 - state elections and federal campaign laws
 - supporting federal candidates (citizens' guide)
 - volunteer activity

For more information, write or call (toll-free):

Federal Election Commission Information Services Washington, D.C. 20463 Telephone: 1 (800) 424-9530 Fax: (202) 219-8500 Web page: http://www.fec.gov	or	Federal Election Commission 999 E. Street, N.W. Washington, D.C. 20463
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Federal Election Commission

Scott E. Thomas	Chairperson
Darryl R. Wold	Vice Chairperson
Lee Ann Elliott	Commissioner
David M. Mason	Commissioner
Danny L. McDonald	Commissioner
Karl J. Sandstrom	Commissioner

General Information

The polling place

Admission to the polling place: Admission to the polling place is limited to the following individuals on election day [Section 11-132, Hawaii Revised Statutes (HRS)]:

- ! election officials;
- ! candidates, for observation purposes only;
- ! individuals engaging in voting, going to vote, or returning from voting;
- ! children accompanying parents who are voting;
- ! any individual, designated by a voter with a disability, who is assisting the voter;
- ! any individual or nonvoter group authorized by the Chief Election Officer to observe the election for educational purposes; and
- ! one "poll watcher" per precinct, named by each qualified political party, in compliance with Section 11-77, HRS.

A candidate may vote, if registered to vote in that precinct, and observe the voting process to see that voting is progressing correctly and fairly. Candidates should identify themselves to the Precinct Chairperson when entering the polling place and should refer all questions or complaints to the Precinct Chairperson, the Office of Elections, or the Office of the City/County Clerk.

Prohibited activities: Campaign activities for the purpose of influencing votes are prohibited within the polling place and within an area of 200 feet from the perimeter of the polling place and its appurtenances on election day (Sections 11-132 and 19-6, HRS).

Automobiles and other vehicles with political signs and stickers may remain within the 200-foot perimeter of the polling place only during the time that the owner (voter) is actually engaging in voting.

Other activities not allowed within the 200-foot perimeter of the polling place on election day:

- ! political signs on public or private property;
- ! political clothing, including armbands, hatbands, shirts, muumuus, dresses, and campaign buttons;
- ! campaign pamphlets or other literature;
- ! public address systems and other public communication media;
- ! motor caravans or parades; and
- ! entertainment troupes or free goods and/or services.

Candidates and their supporters are urged to check the 200-foot perimeter around each polling place and its appurtenances prior to election day to ensure compliance with the law. Regional election maps which depict the 200-foot perimeter around each polling place and its appurtenances are available at the Office of Elections and the respective Office of the City/County Clerk. A map of the polling place will also be posted at the respective polling place prior to the opening of the polls.

Persons not able to serve as precinct officials

Close relatives of candidates (fathers, mothers, husbands, wives, sons, daughters, brothers, and sisters) are prohibited from serving as precinct officials where the candidate's name appears on the ballot (Section 11-72, HRS).

Poll watchers and activities of a poll watcher

An authorized poll watcher may observe the conduct of the election in the polling place after presenting official identification to the Precinct Chairperson. Poll watchers are limited to the following activities:

- ! Only one watcher (per party) at a time is permitted in a polling place;
- ! Designated alternate watchers may relieve a poll watcher;
- ! Each watcher may call any observed violation of election laws to the attention of the Precinct Chairperson. If the violation is not corrected, the watcher may appeal to the Clerk of each county;
- ! When there is a reasonable break in voting activities, the watcher may turn the pages of the pollbook with permission from the Precinct Chairperson;
- ! Poll watchers may not interfere with the orderly process of the election;

- ! Poll watchers may not engage in any kind of activity for the purpose of influencing votes; and
- ! Poll watchers may not use polling place telephones.

Advertising

To the extent authorized by law, all political advertisements authorized by a candidate or a candidate's committee shall contain the name and address of the candidate, committee, or party paying for the advertisement. If an advertisement is not authorized by a candidate or a candidate's committee, the advertisement shall contain the name and address of the person paying for the advertisement (Section 11-215, HRS).

In addition to this requirement, no person shall cause or submit any advertisement in support of a candidate or against a candidate's opponent, to be published, broadcast, televised, or otherwise circulated and distributed except under the following conditions:

- **Advertisements Authorized by the Candidate** The advertisement must contain a prominent notice that the advertisement is approved and authorized by the candidate, except that advertisements paid for by the candidate or candidate's committee do not need to include the notice of approval and authority.
- **Advertisements Not Authorized by the Candidate** The advertisement must contain a prominent notice that the advertisement is published, broadcast, televised, or circulated without the approval and authority of the candidate.

Bumper stickers and other small campaign items are not covered by this requirement (Section 11-215, HRS).

All candidates are urged to check their respective County ordinance(s) regulating campaign signs and advertisements.

House Resolution No. 193 (1986) requests that all candidates for elective office refrain from curbside sign-waving.

State of Hawaii

Office of Elections
State of Hawaii
802 Lehua Avenue
Pearl City, Hawaii 96782
(808) 453-VOTE (453-8683)
Neighbor islands: 1 (800) 442-VOTE (442-8683)
Fax: (808) 453-6006
E-Mail: elections@aloha.net
Web Page (URL): <http://www.state.hi.us/elections>

Dwayne D. Yoshina, Chief Election Officer 453-VOTE / 800-442-VOTE

Available election material

- ! Election Laws of Hawaii Handbook
- ! Results of Votes Cast, Primary Election, 1959-1998
- ! Results of Votes Cast, General Election, 1959-1998
- ! Results of Votes Cast, Constitutional Convention Delegate Election, 1968 and 1978
- ! political boundary maps - regional and island (\$3.00 each)
- ! written description of district and precinct boundaries
- ! list of applicants/candidates for 2000 elective offices
- ! various factsheets containing information on elections, voting, and elected officials
- ! campaign spending forms and materials
- ! state financial disclosure forms
- ! Wikiwiki voter registration forms

For use in the Office of Elections

- ! Hawaii Revised Statutes
- ! Session Laws of Hawaii (most years)
- ! Final Report and Reapportionment Plan of the 1991 Reapportionment Commission, State of Hawaii, April 1992
- ! The Report and Reapportionment Plan of the 1984 Reapportionment Commission, State of Hawaii, Revised January 9, 1984 and June 4, 1985
- ! The Report and Reapportionment Plan of the 1973 Legislative Reapportionment Commission, State of Hawaii, July 16, 1973
- ! voter register (for election purposes only)
- ! political boundary maps

County of Hawaii

Office of the County Clerk
County of Hawaii
25 Aupuni Street
Hilo, Hawaii 96720
fax: (808) 961-8673

Alan Konishi , County Clerk	961-8255
Donald Ikeda, Deputy Clerk	961-8269
Ed Kozohara, Elections Administrator	961-8277
Pat Nakamoto, Elections Program Specialist	961-8277
Gina Bernabe-Haina, Elections Clerk	961-8277

Financial disclosure statements

Hawaii County Code, Chapter 2, Article 15, Section 2-91.1, requires that all elected officials and candidates for county office must file financial disclosure statements with the Office of the County Clerk - Elections Division. Candidates for elective county office, including incumbents, shall file statements within 10 working days after the deadline for filing for office. Additionally, elected officials must file disclosure statements within 20 working days after taking the oath of office and on or before January 31 of each year thereafter until the end of the term of office.

Campaign sign regulations

Hawaii County Code, Chapter 3, Section 3-2, Definitions:

(8) "**Sign**" shall mean any sign, device, figure, painting, drawing, message, placard, poster, billboard, ground sign, wall sign, roof sign, illuminated sign, projecting sign, temporary sign, marquee sign, awning, canopy, and street clock, and includes any announcement, declaration, demonstration, display, illustration or insignia used to advertise or promote the interests of any person when it is placed out of doors on real property in buildings or structures on real property or buildings in view of the general public.

Hawaii County Code, Chapter 3, Section 3-32(a)(1), Exempt Signs:

(D) Political Campaign Signs Any sign or poster not exceeding one square foot in area, announcing a candidate seeking political office; provided that the sign or poster is permitted only for a period of 60 days preceding a general or special election and for a period of 10 days following such election.

Available election material

- ! Election Laws of Hawaii Handbook
- ! campaign spending forms and materials
- ! state financial disclosure forms
- ! county disclosure of financial interests forms
- ! list of polling places
- ! Hilo and Kona regional maps (\$5.50)
- ! island map (\$5.50)
- ! list of registered voters:
 - council district (\$10.00/district)
 - representative district (\$12.00/district)
 - senatorial district (\$24.00/district)
- ! purchase of voter registration data file for election purposes only (fee: \$100.00).
Contact the County Clerk for more information.

For use in the Office of the County Clerk

- ! 1990-1998 reports of campaign contributions and expenditures
- ! Results of Votes Cast, Primary Election, 1998
- ! Results of Votes Cast, General Election, 1998
- ! voter register (for public use and election purposes only)

County of Maui

Office of the County Clerk
County of Maui
200 South High Street
Wailuku, Hawaii 96793
fax: (808) 270-7171

Daryl T. Yamamoto, County Clerk	270-7749
Diane Wakamatsu, Deputy Clerk	270-7749
Shirley Magarifuji, Sr. Elections Clerk	270-7749
Larrie Plunkett, Elections Clerk	270-7749

Financial disclosure statements

Section 10.3 of the Maui County Charter requires that all elected county officers and all candidates for elective county office file financial disclosure forms with the Board of Ethics and the County Clerk within 15 days of taking office or within 15 days of filing nomination papers as a candidate for an elected county office. Such financial disclosures shall be open to public inspection.

Campaign sign regulations

Maui County Code, Chapter 16.12.030, Outdoor Signs - Exemptions:

(4) Political Campaign Signs Signs or posters not exceeding 18 square feet in display surface, announcing candidates seeking political office; provided that such signs or posters shall be permitted only for a period of 75 days preceding a general or special election and for a period of 10 days following such election.

Available election material

- ! Election Laws of Hawaii Handbook
- ! campaign spending forms and materials
- ! state financial disclosure forms

- ! county disclosure of financial interests forms
- ! district/precinct maps (\$1.00 to \$4.00, subject to availability)
- ! voter registration tape for election purposes only -- Check with the County Clerk for charges.

For use in the Office of the County Clerk

- ! Results of Votes Cast, Primary Election, 1998
- ! Results of Votes Cast, General Election, 1998
- ! district/precinct maps
- ! voter register (for election purposes only)

County of Kauai

Office of the County Clerk
County of Kauai
4396 Rice Street
Lihue, Hawaii 96766
fax: (808) 241-6207

Peter Nakamura, County Clerk	241-6371
Ernie Pasion, Deputy Clerk	241-6350
Lyndon Yoshioka, Elections Administrator	241-6350

Financial disclosure statements

Section 3-1.9 of the Kauai County Code requires that candidates for elective county office shall, within seven days of filing nomination papers, file with the Board of Ethics a financial disclosure statement. Upon assuming office, newly elected officials shall file an amended financial disclosure statement within 30 days of assuming office.

Campaign sign regulations

Ordinance Number 499 (Amending Chapter 15, Article 4 of the Kauai County Code) Relating to Outdoor Signs:

Section 15-4.6 Signs Not Requiring A Permit.

The following types of signs are exempt from the permit requirements of this Article, but must comply with the requirements of Section 15-4.4; Section 15-4.7 (a) (obstructing free ingress and egress), (b) (interfering with public alarms, signals or signs), (c) (proper construction) and (I) (measurement of signs); and Section 15-4.10 (penalties).

(a) Temporary signs:

Political Campaign Signs. Any sign which:

- ! Identifies the headquarters of a political candidate. Only one sign per candidate shall be allowed, and it shall not exceed twenty-four (24) square feet.
- ! Identifies and/or provides information about a political candidate or issue to be voted upon. It shall not exceed three (3) square feet, nor be posted more than forty-five (45) days prior to the date of the election to which it pertains, or within the right-of-way boundary, or be visible from, any federal-aid or state highway, nor remain posted more than ten (10) days after the election to which it pertains.

The 1984 Council Resolution Number 173 (as amended) urges all candidates for elected office on Kauai to voluntarily and unanimously refrain from roadside political sign-holding other than on election day and other than by themselves individually.

Available election material

- ! Election Laws of Hawaii Handbook
- ! campaign spending forms and materials
- ! Ethics Commission forms
- ! Certificate of Registration (\$1.00)
- ! Voter Registration Street Directory (Contact the County Clerk for more information.)
- ! purchase of voter registration data file for election purposes only. Contact the County Clerk for more information.

For use in the Office of the County Clerk

- ! 1974-1998 reports of campaign contributions and expenditures
- ! Results of Votes Cast, Primary Election, 1998
- ! Results of Votes Cast, General Election, 1998
- ! voter register (for election purposes only)

City & County of Honolulu

Office of the City Clerk
City & County of Honolulu
Honolulu Hale
530 South King Street, Room 100
Honolulu, Hawaii 96813
fax: (808) 527-6888

Genny Wong, City Clerk 523-4352
Glen Takahashi, Assistant Elections Administrator 523-4293
Elections/Voter Information 523-4293

Financial disclosure statements

Section 3-8.4 of the Revised Ordinances of Honolulu requires that candidates for City & County of Honolulu elective offices, including incumbents, file financial disclosure statements with the Office of the City Clerk within 10 working days after the deadline for filing for office. Additionally, elected officials must file financial disclosure statements within 20 working days after taking the oath of office and on or before January 31 of each year thereafter until the end of the term of office.

Campaign sign regulations

- ! **General Regulations:** Political campaign signs fixed to the ground or to a structure were prohibited under Section 21-3.90-2(d) of the Land Use Ordinance (LUO). This prohibition, however, was found unconstitutional by the courts and was repealed by the Council. Therefore, no regulation exists at present.
- ! **Campaign Headquarters Signs:** Signs identifying the campaign headquarters of a political candidate or issue are permitted, and are regulated as “business signs.” Such signs must be located on the premise of the headquarters, and are subject to the LUO sign regulations regarding number, type and size for the underlying zoning district (see Section 21-3.90-3).

Signs associated with campaign headquarters which are located in the following places are regulated:

- a. On the lot outside the campaign office; or

- b. On the exterior face of the building where the campaign headquarters is located; or
- c. Directly fixed to a window (inside or outside) of the campaign office when they can be seen from a public right-of-way or the parking lot of an adjoining lot.

Before installing a headquarters sign, it is necessary to obtain a sign permit issued by the Planning and Permitting Department located in the Honolulu Municipal Building. Detailed information on such signs and interpretation or clarification of the rules may be obtained over the business counter or by calling the Planning and Permitting Department, Permit Issuance Section at 523-4505.

- ! **Bumper Stickers:** The LUO does not regulate advertisements fixed to a motor vehicle.
- ! **Hand-Carried Signs:** The LUO does not regulate political signs carried by individuals.
- ! **Aerial Advertising:** No person shall use any type of aircraft or other self-propelled or buoyant airborne object to display in any manner or for any purpose whatsoever any sign or advertising device. For the purpose of this section, a “sign or advertising device” includes, but is not limited to, a poster, banner, writing, picture, painting, light, model, display, emblem, notice, illustration, insignia, symbol, or any other form of advertising sign or device.

Available election material

- ! City & County of Honolulu financial disclosure forms
- ! listing of service bureaus which provide lists of registered voters and other mailing and election services
- ! Election Laws of Hawaii Handbook
- ! voter certificate (\$0.50)
- ! certified copy of registration affidavit (\$1.00)
- ! purchase of voter registration data file for election purposes only (fee: \$250.00). Contact the City Clerk for more information.
- ! voter registration street directory (\$5.00)

For use in the Office of the City Clerk

- ! Hawaii Revised Statutes
- ! Session Laws of Hawaii
- ! Results of Votes Cast, Primary Election, 1998
- ! Results of Votes Cast, General Election, 1998
- ! voter register (for election purposes only)

Questions Frequently Asked by Candidates

1. Do I have to pick up my nomination papers in person?

No, you may authorize someone to pick up your nomination papers on your behalf. If you authorize someone to pick up your nomination papers on your behalf, the authorized person must provide the following information for you (the candidate):

- a. legal name;
- b. name commonly known as (if different from legal name);
- c. social security number;
- d. residence and mailing addresses;
- e. home and business phone numbers;
- f. office and district sought; and
- g. political party affiliation (or nonpartisanship).

Once nomination papers are issued, the candidate's name, office and district sought, and party affiliation or nonpartisanship listed on the nomination papers may not be changed. If the information is incorrect, the nomination papers will not be accepted for filing.

2. Why should I pick up my nomination papers in person?

You are responsible for knowing the laws and complying with the filing requirements whether you pick up your nomination papers in person or have an authorized person pick the papers up for you. If you pick up your nomination papers in person, the person issuing the papers will explain the filing process and answer any questions you may have. If you are a first time candidate, we strongly recommend that you pick up your nomination papers in person.

3. What should I do if I lose my nomination papers?

If you lose your nomination papers, contact the office that issued the nomination papers for another set. You must still acquire the required signatures and meet the filing deadlines and requirements.

4. What should I do if I decide to run for a different office or under a different political party?

Do not change any information on the nomination papers. Nomination papers that have been altered in any way will not be accepted for filing. If you wish to change something on the nomination papers, you must get a new set.

5. May my wife, friend, or campaign manager file my nomination papers, or can I mail them to you?

Our laws do not prohibit a candidate from having another person file his/her nomination papers or from filing nomination papers through the mail. We strongly recommend that you file your nomination papers in person to make sure that you fulfill all of the requirements.

Each candidate is required to sign many documents in the nomination process. If any document is incomplete, the problem can be easily rectified when a candidate files in person. For example, a candidate must subscribe to an Oath of Loyalty/Affirmation before a notary public or public official authorized to issue oaths. All of the candidate filing offices have notaries (or have access to a notary) or officials authorized to issue oaths. As such, it is much easier for a candidate to file in person and have the oath/affirmation administered at the time the candidate files.

6. What do I need when I come in to file my nomination papers?

You need the following items when you come in to file your nomination papers:

- a. your original nomination papers containing at least the minimum signatures required;
- b. your filing fee in the form of cash, money order, certified check, or cashier's check (state or federal candidates filing on the neighbor islands are requested to pay by money order or certified/cashier's check);
- c. the "Affidavit of Compliance with Voluntary Campaign Expenditure Limits" or the Campaign Spending receipt if you wish to qualify for the discounted filing fee; and
- d. a current identification containing your picture and signature (such as driver license or state I.D.) which is required when you take the Oath of Loyalty/Affirmation on the nomination papers.

7. May I change the way my name will appear on the ballot after I file my nomination papers?

No. Once you file your nomination papers and pay your filing fee, you will not be allowed to alter your nomination papers in any way. This includes changing the way your name will appear on the ballot as designated on your nomination papers. Make sure your name is spelled correctly before you file your nomination papers and pay the filing fee.

8. What do I have to do if I change my mind about being a candidate after filing nomination papers?

Once you file your nomination papers, you must officially withdraw from the election by submitting a written request to withdraw to the Chief Election Officer, or to the City/County Clerk in the case of county offices, by the withdrawal deadlines (see pages 2 to 5). The written request must include:

- a. the candidate's full name as it appears on the nomination papers;
- b. a statement requesting to withdraw his/her candidacy;
- c. the contest and party affiliation which appears on the nomination papers;
- d. the date of the request; and
- e. the candidate's signature.

You may withdraw for any reason up to 4:30 p.m. on the day immediately following the close of filing. After this deadline, you have until the twentieth day prior to the election to withdraw for reasons of ill health only. Requests to withdraw for reasons of ill health must be accompanied by a statement from a licensed physician indicating that such ill health may endanger the candidate's life.

9. May I add additional signatures to my nomination papers after I file them?

No. Once you file your nomination papers and pay your filing fee, you will not be allowed to alter your nomination papers in any way. This includes adding additional signatures to your nomination papers. You are responsible for ensuring that the people who sign your nomination papers are qualified voters and reside in the correct district before they sign your nomination papers. Make sure your nomination papers contain the required number of signatures of qualified voters in the district before you file your nomination papers.

10. What happens if some of the people who sign my nomination papers are not registered voters, or do not live within the district I seek to represent?

Signatures of persons who are not properly registered to vote or who do not reside in the correct district will not be counted. The Office of Elections, or the Office of the City/County Clerk, will verify that the people who sign your nomination papers are properly registered and eligible to sign your nomination papers before you file the nomination papers.

Obtain more than the required number of signatures and file your nomination papers early to avoid the consequence of insufficient signatures. If you wait until the last day to file your nomination papers and the number of signatures, for any reason, are insufficient, you may not be qualified to be a candidate. If you file early, and the number of valid signatures on your nomination papers is insufficient, you will have an opportunity to obtain additional signatures before filing your nomination papers.

11. What happens if my nomination papers do not have the required number of signatures or are incomplete in any way?

State law prohibits the Chief Election Officer or County Clerk from accepting for filing any nomination paper that is incomplete or does not have the required number of valid signatures.

12. If I am running as a partisan candidate, by what date do I have to be a member of the political party?

You must be a member of the political party from which you seek office before you file your nomination papers. Our state law requires that you sign a certification, by self-subscribing oath, which states that you are a member of the specific party when you file your nomination papers. If you are not a member of the party when you file nomination papers, you may be disqualified on that basis.

13. What if I change my residence address after I file my nomination papers?

Once you file your nomination papers and pay your filing fee, you may not alter your nomination papers in any way. This includes changing the residence address listed on your nomination papers. Although we will not make a change directly on the nomination papers, if we received written notification of a change of residence address, we will attach the written notification to your nomination papers.

If the list of candidates has not been certified, you may request that the information in that list be updated. If the list has already been certified, then we will not make the change to that list. We will, however, retain the change of residence address as part of your record.

14. If I run as a nonpartisan candidate in a partisan office, will I automatically go on the General Election ballot if I win my primary?

No, nonpartisan candidates who seek a partisan office must qualify for the General Election. To qualify for the General Election, a nonpartisan candidate must:

- a. receive at least ten per cent (10%) of the total votes cast for the office for which the person is a candidate at the Primary Election; **OR**
- b. receive a vote equal to the lowest vote received by the partisan candidate who was nominated in the Primary Election for that office.

NOTE: *If more nonpartisan candidates qualify to run in the General Election than there are offices (seats) available, there shall be certified as candidates those receiving the highest number of votes, but not more candidates than there are offices (seats) to be elected.*

The nonpartisan qualification provisions listed above do not apply to candidates running in the following nonpartisan elections: City & County of Honolulu offices, County of Kauai offices, County of Maui offices, Board of Education offices, and Office of Hawaiian Affairs (OHA) offices.

15. When and why must an elected official resign from public office?

The resignation requirements apply only to State and County offices. A State or County elected official must resign from public office if the official is seeking another State or County elective office and the elected official's term does not end at the same election. For more specific information, call the Office of Elections at 453-VOTE. Neighbor island residents may call toll free by dialing 1-800-442-VOTE.

16. In what order will candidate names appear on the ballot?

Our laws require that the names of the candidates shall be placed upon the ballot for their respective offices in alphabetical order by the candidate's last name except for those cases listed below:

- a. Candidate Vacancies: The name of the replacement candidate shall be printed in an available and appropriate place on the ballot, not necessarily in alphabetical order; and
- b. Vice President or Lieutenant Governor: In the general election, the name of the candidate for vice president or lieutenant governor shall be placed immediately below the name of the candidate for president or governor, respectively, of the same political party. The teams are placed on the ballot in the order of the last name of the candidate for president and governor, respectively.

17. How can I get a list of candidates?

Lists of applicants and candidates are updated and available to be picked up from the Office of Elections and the Offices of the City/County Clerks once a week during the candidate filing period. The lists are usually available every Monday after 2:30 p.m. These lists will not be mailed or faxed by any of the offices.

The most current list is also placed on the Office of Elections' web page located at "www.state.hi.us/elections." The list is usually available every Tuesday morning.

18. How can I get a list of registered voters or rent a computer tape containing registered voters?

Lists of registered voters are available on compact disk (CDs). The data may be used for election purposes only. Contact the appropriate Office of the City/County Clerk for information on fees.

19. Where can I get preprinted mailing labels?

Generally, preprinted mailing labels may be obtained for a fee from various service bureaus. The preprinted mailing labels may be obtained and used for election purposes only. Contact the Office of your City/County Clerk for additional information.

20. How are candidates for City & County of Honolulu offices elected?

Candidates for City offices run in nonpartisan Special Election(s) held in conjunction with the regularly scheduled election(s).

- a. First Special Election: A candidate who receives a majority of votes cast (50% plus one) for the office in the first Special Election, held in conjunction with the Primary Election, is deemed elected. There will be no second Special Election.

If no candidate receives a majority (50% plus one) of the votes cast for the office in the first Special Election, a second Special Election will be held in conjunction with the General Election.

- b. Second Special Election: The two candidates who received the most votes in the first Special Election will appear in the second Special Election. The candidate who receives the highest number of votes at the second Special Election is deemed elected.

21. How are candidates for County of Kauai offices elected?

Candidates for County of Kauai offices run in nonpartisan election(s) held in conjunction with the regularly scheduled election(s).

- a. First Nonpartisan Election:
 - i. **Mayor and Prosecuting Attorney:** A candidate who receives a majority of votes cast (50% plus one) for the office in the First Nonpartisan Election, held in conjunction with the Primary Election, is deemed elected. There will be no Second Nonpartisan Election.
 - ii. **At-Large Councilmembers:** The candidates receiving the highest number of votes shall be elected to fill each at-large council office provided the candidate or candidates receive at least thirty percent (30%) of all votes cast for all at-large council offices in the First Nonpartisan Election, held in conjunction with the Primary Election.
- b. Second Nonpartisan Election:
 - i. **Mayor and Prosecuting Attorney:** If no candidate receives a majority (50% plus one) of the votes cast for the office in the First Nonpartisan Election, a Second Nonpartisan Election will be held in conjunction with the General Election. The two candidates who receive the most votes in the First Nonpartisan Election will appear in the Second Nonpartisan Election. The candidate who receives the most votes at the Second Nonpartisan Election is deemed elected.
 - ii. **At-Large Councilmembers:** If any at-large council office remains to be filled after the First Nonpartisan Election, two candidates for each vacant at-large council office shall be placed on the ballot. The names of the candidates receiving the highest number of votes cast in the First Nonpartisan Election, other than the name of any candidate elected after the First Nonpartisan Election, shall be placed on the ballot until a sufficient number of candidates are on the ballot as provided in this subsection. At the Second Nonpartisan Election, the candidates receiving the highest number of votes for each vacant at-large office shall be elected.

22. **How are candidates for County of Maui offices elected?**

Candidates for County of Maui offices run in nonpartisan Special Elections held in conjunction with the regularly scheduled elections.

a. First Special Election:

If there are two or fewer candidates, the names of the candidates shall appear only on the ballot for the second special election, held in conjunction with the General Election.

The two candidates receiving the highest number of votes for each seat shall be placed on the ballot for the second special election; provided that if two or more candidates tie for the highest number of votes received in the first special election, the names of the candidates tied for the highest number of votes shall be placed on the ballot for the second special election; and further provided, that if a single candidate receives the highest number of votes in the first special election and two or more candidates tie for the second-highest number of votes received, the names of the candidate receiving the highest number of votes and the candidates tied for the second-highest number of votes shall be placed on the ballot for the second special election.

b. Second Special Election:

The candidate receiving the highest number of votes shall be deemed elected. If there is no more than one candidate for a seat, such person shall be deemed elected regardless of the number of votes received.

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Qualifications for 2000 Elective Office

GENERAL QUALIFICATIONS: Each candidate must be a United States citizen, a resident of Hawaii, and 18 years of age.

Pursuant to Section, 831-2, Hawaii Revised Statutes, a person sentenced for a felony may not become a candidate from the time of the person's sentence until the person's final discharge.

Federal Offices

Office/Term	District	Qualifications	Nomination Requirements	Compensation
U.S. President and Vice President Term: Four years Jan 2001-Jan 2005 Limited to two terms.	Elected as one ticket; Statewide	<ul style="list-style-type: none"> - Natural citizen of the United States - Resident of the U.S. for 14 years prior to election - 35 years of age 	<ul style="list-style-type: none"> - Established national party files sworn application with Chief Election Officer by 4:30 p.m. on September 8, 2000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Party or group not qualified to place candidates on ballot files sworn application and petition with Chief Election Officer by 4:30 p.m. on September 8, 2000. 	President: \$200,000 (Becomes \$400,000 on 1/2001) Vice President: \$184,000 (effective 1/2000)
U.S. Senator Term: Six years Jan 2001-Jan 2007	one seat Statewide	<ul style="list-style-type: none"> - U.S. citizen 9 years prior to election - Resident of Hawaii - 30 years of age 	<ul style="list-style-type: none"> - File nomination papers containing not less than 25 signatures of registered voters of Hawaii by 4:30 p.m., July 25, 2000 - Submit filing fee: \$75.00 	\$141,300 (effective 1/2000)
U.S. Representative Term: Two years Jan 2001-Jan 2003	Two seats Congressional Districts I & II	<ul style="list-style-type: none"> - U.S. citizen 7 years prior to election - Resident of Hawaii - 25 years of age 	<ul style="list-style-type: none"> - File nomination papers containing not less than 25 signatures of registered voters of Congressional District by 4:30 p.m., July 25, 2000 - Submit filing fee: \$75.00 	\$141,300 (effective 1/2000)

Note: The next scheduled election for U.S. Senator will be in 2004.

State Offices

Office/Term	District	Qualifications	Nomination Requirements	Compensation
State Senator Term: Two years Nov 2000-Nov 2002	13 of 25 seats Senate Districts: 2, 3, 5, 8, 9, 11, 12, 14, 15, 16, 20, 24, & 25	- Resident of Hawaii for not less than 3 years - Qualified voter of appropriate State Senatorial District	- File nomination papers containing not less than 15 signatures of registered voters of State Senatorial District by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	Senate President: \$32,000 plus \$ 5,000 allowance Senate Member: \$27,000 plus \$ 5,000 allowance
State Representative Term: Two years Nov 2000-Nov 2002	All 51 Representative District seats	- Resident of Hawaii for not less than 3 years - Qualified voter of appropriate State Representative District	- File nomination papers containing not less than 15 signatures of registered voters of State Representative District by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	House Speaker: \$32,000 plus \$ 5,000 allowance House Member: \$27,000 plus \$ 5,000 allowance

Notes:

1. A new reapportionment plan becomes effective in 2001. All 25 senate districts will be up for election in 2002.
2. Pursuant to Article IV, Section 7, Hawaii State Constitution, Election of Senators after Reapportionment, "Regardless of whether or not a senator is serving a term which would have extended past the general election at which an apportionment plan becomes effective, the term of office of all senators shall end at that general election. The staggered terms of senators in each district shall be recomputed as established by the next section in this article, and the number of senators in a senatorial district under the reapportionment plan of the commission."
3. Pursuant to Article IV, Section 8, Hawaii State Constitution, Staggered Terms for the Senate, "Any re-elected senator whose prior term was shortened to two years by the occurrence of the reapportionment year shall, after reapportionment, be assigned to serve a four-year term. Any new senator and re-elected senator whose prior term was not shortened by the occurrence of the reapportionment year shall, after reapportionment, be assigned to serve a two-year term.
 "If the number of senators assigned to serve a two-year term under the previous paragraph exceeds twelve, the number of such senators shall be reduced to twelve by random selection as provided by law."

State Offices - Continued

Office/Term	District	Qualifications	Nomination Requirements	Compensation
Board of Education (BOE) Members Term: Four years Nov 2000-Nov 2004 Nonpartisan office	7 of 13 seats 1st School Board District: 3 - no residency required 1 - 3rd Dept/Honolulu 1 - 5th Dept/Leeward Oahu 2nd School Board District: 1 - 1st Dept/Hawaii County 1 - 7th Dept/Kauai County	- Registered voter of School Board District - Resident of Departmental School District for seats requiring residency	- File nomination papers containing not less than 25 signatures of registered voters of School Board District by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	\$100 per day when attending meetings. Neighbor Island members receive per diem.
Board of Trustees, Office of Hawaiian Affairs (OHA) Term: Four years Nov 2000-Nov 2004 Nonpartisan office	4 of 9 seats 1 - no island residency required 1 - resident of Hawaii 1 - resident of Molokai 1 - resident of Kauai	- Hawaiian as defined in Section 11-1, HRS - Registered voter for OHA - Resident of respective island for seats requiring residency	- File nomination papers containing not less than 25 signatures of OHA registered voters by 4:30 p.m., September 8, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	OHA Chairperson: \$37,000 OHA Trustee: \$32,000

Notes:

1. The next scheduled election for BOE Members will be in 2002.
2. The next scheduled election for OHA Trustees will be in 2002. The OHA Special Election is for Hawaiians (as defined in Section 11-1, HRS) who are registered OHA voters.

County Offices

County of Hawaii

Office/Term	District	Qualifications	Nomination Requirements	Compensation
Hawaii Mayor Term: Four years Dec 2000-Dec 2004 Limited to a maximum of two consecutive full terms.	One seat County-wide	<ul style="list-style-type: none"> - Qualified voter of Hawaii County for at least 1 year prior to election 	<ul style="list-style-type: none"> - File nomination papers containing not less than 15 signatures of registered voters of Hawaii County by 4:30 p.m., July 25, 2000 - Submit filing fee: \$500.00 (Discounted fee: \$50.00) 	\$76,848
Hawaii County Council Term: Two years Dec 2000-Dec 2002 Limited to a maximum of four consecutive two-year terms.	Nine seats Council Districts: 1 to 9	<ul style="list-style-type: none"> - Qualified voter of Hawaii County for at least 1 year prior to election - Resident and registered voter of Council District at least 90 days prior to Primary Election 	<ul style="list-style-type: none"> - File nomination papers containing not less than 15 signatures of registered voters of appropriate Council District by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00) 	Chairperson: \$33,532 Member: \$30,195
Hawaii Prosecuting Attorney Term: Four years Dec 2000-Dec 2004	One seat County-wide	<ul style="list-style-type: none"> - Qualified voter of Hawaii County for at least 1 year prior to election - Licensed attorney in good standing before the Supreme Court of the State of Hawaii 	<ul style="list-style-type: none"> - File nomination papers containing not less than 15 signatures of registered voters of Hawaii County by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00) 	\$74,064

County Offices

County of Maui

Office/Term	District	Qualifications	Nomination Requirements	Compensation
Maui County Council Term: Two years Jan 2001-Jan 2003 Nonpartisan Office Limited to a maximum of five consecutive full terms.	Nine seats 1 - East Maui (Hana-Keanae-Kailua) 1 - West Maui 1 - Wailuku-Waihee-Waikapu 1 - Kahului 1 - South Maui 1 - Makawao-Haiku-Paia 1 - Upcountry (Pukalani-Kula-Ulupalakua) 1 - Lanai 1 - Molokai	- Qualified voter of Maui County - Resident of Maui County at least 90 days prior to filing - Resident of Council District (residency area)	- File nomination papers containing not less than 15 signatures of registered voters of Maui County by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	Chairperson: \$48,000 Member: \$44,000

Notes:

- Candidates for Council seats must be a resident and registered voter of the Council residency area when nomination papers are filed.
- The Prosecuting Attorney in the County of Maui is appointed by the Mayor with the approval of the County Council.
- The next scheduled election for County of Maui Mayor will be in 2002.
- All candidates will run in nonpartisan Elections.
- For any council seat with two or fewer candidates, the names of the candidates shall appear only on the ballot for the second special election (held in conjunction with the General Election). If there are two or more candidates, the names of the two candidates receiving the highest number of votes for each council seat in the first special election (held in conjunction with the Primary Election) shall be placed on the ballot for the second special election (held in conjunction with the General Election). The two candidates receiving the highest number of votes for each council seat shall be placed on the ballot for the second special election; provided that if two or more candidates tie for the highest number of votes received in the first special election, the names of the candidates tied for the highest number of votes shall be placed on the ballot for the second special election; and further provided, that if a single candidate receives the highest number of votes in the first special election and two or more candidates tie for the second-highest number of votes received, the names of the candidate receiving the highest number of votes and the candidates tied for the second-highest number of votes shall be placed on the ballot for the second special election.

County Offices

County of Kauai

Office/Term	District	Qualifications	Nomination Requirements	Compensation
Kauai County Council Term: Two years Dec 2000-Dec 2002 Nonpartisan office	Seven seats At-Large County-wide	- Qualified voter of Kauai County for at least 2 years prior to election	- File nomination papers containing not less than 15 signatures of registered voters of Kauai County by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	Chairperson: \$31,938 Member: \$28,744
Kauai Prosecuting Attorney Term: Four years Dec 2000-Dec 2004 Nonpartisan office	One seat County-wide	- Qualified voter of Kauai County at least 1 year prior to election - Licensed attorney in good standing with the Supreme Court of the State of Hawaii - Practiced law for at least 3 years in the State of Hawaii	- File nomination papers containing not less than 15 signatures of registered voters of Kauai County by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	\$69,371

Notes:

1. The next scheduled election for County of Kauai Mayor will be in 2002.
2. All candidates will run in nonpartisan Elections.
3. Offices of the Mayor and Prosecuting Attorney: Any candidate receiving a majority of the votes cast for that office in the First Nonpartisan Election (held in conjunction with the Primary Election) shall be elected. However, if there is only one candidate for each of said offices, such candidate shall be elected. Unless a candidate is elected in the First Nonpartisan Election, the names of the two candidates receiving the highest number of votes for these offices in the First Nonpartisan Election shall be placed on the ballot for the Second Nonpartisan Election (held in conjunction with the General Election). At the Second Nonpartisan Election the candidates receiving the highest number of votes for the office shall be elected.
4. For the Office of County Council: The candidates receiving the highest number of votes in the First Nonpartisan Election (held in conjunction with the Primary Election) shall be elected to fill each vacant at-large council office provided the candidate or candidates receive at least thirty percent (30%) of all votes cast for all at-large council offices. In the event of a tie for the last remaining at-large council office the candidates receiving the same number of votes shall be placed on the ballot for the Second Nonpartisan Election. If any at-large council office remains to be filled after the First Nonpartisan Election, two candidates for each vacant at-large council office shall be placed on the ballot. The names of the candidates receiving the highest number of votes cast in the First Nonpartisan Election, other than the name of any candidate elected after the First Nonpartisan Election, shall be placed on the ballot until a sufficient number of candidates are on the ballot as provided in this subsection (subsection 1.03.C.2.a.). At the Second Nonpartisan Election, the candidates receiving the highest number of votes for each vacant at-large office shall be elected. In the event of a tie vote in the Second Nonpartisan Election, the winner shall be determined by chance by a method chosen by the county clerk.

County Offices

City & County of Honolulu

Office/Term	District	Qualifications	Nomination Requirements	Compensation
Honolulu Mayor Term: Four years Jan 2001-Jan 2005 Nonpartisan office Limited to a maximum of two consecutive full terms.	One seat County-wide	- Resident and registered voter of City & County of Honolulu - 30 years of age	- File nomination papers containing not less than 15 signatures of registered voters of the City & County of Honolulu by 4:30 p.m., July 25, 2000 - Submit filing fee: \$500.00 (Discounted fee: \$50.00)	\$100,000
Honolulu Prosecuting Attorney Term: Four years Jan 2001-Jan 2005 Nonpartisan office	One seat County-wide	- Resident and registered voter of City & County of Honolulu - Licensed attorney in good standing before the Supreme Court of the State of Hawaii - Practiced law for 5 years; actively involved in criminal cases for 3 years within 10 years immediately preceding election	- File nomination papers containing not less than 15 signatures of registered voters of the City & County of Honolulu by 4:30 p.m., July 25, 2000 - Submit filing fee: \$250.00 (Discounted fee: \$25.00)	\$90,000

Notes:

1. The next scheduled election for City & County of Honolulu Councilmembers will be in 2004.
2. All candidates will run in nonpartisan Special Elections held in conjunction with the regularly scheduled elections.
3. If a candidate receives a majority of the votes cast for the office in the first Special Election (held in conjunction with the Primary Election), then the candidate is deemed elected. If no candidate receives a majority of the votes cast, then the top two candidates will go on to the second Special Election (held in conjunction with the General Election). The candidate who receives the most votes in the second Special Election will be elected.